

EMPLOYEE HANDBOOK

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SECTION 1
INTRODUCTION

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 1.1 Date: October 2006**

TITLE: INTRODUCTORY STATEMENT

This handbook was created to provide information to you regarding your employment at Bergen Community College (BCC). These policies and procedures apply to all employees at all levels, unless otherwise specified within a given section; they may not be applicable in some respect to employees who are represented by an Association and, therefore, covered by a collective bargaining agreement. In cases where the information in this handbook conflicts with information in the collective bargaining agreement, the collective bargaining agreement will prevail. This handbook should not be construed or interpreted as a contract between you and the college.

The policies and procedures in this handbook have been instituted to foster understanding, safety and cooperation between employees, both within individual departments and throughout the college. Each employee's adherence to these guidelines will help continue to make BCC a productive and congenial workplace.

Because employment policies are dynamic and change on a regular basis, there will be periodic amendments to this handbook. No policy or procedure is guaranteed for the duration of your employment.

If you have questions about any information herein, or if you have suggestions for information you feel should be added, please feel free to contact the Department of Human Resources.

For any Questions/Clarifications



SECTION 2
GENERAL HUMAN RESOURCES POLICIES

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.1 Date: October 2006**

TITLE: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Bergen Community College will be based on knowledge, skills, abilities and other qualifications. Bergen Community College does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, blood or genetic markers, veteran, military status, or any other characteristic protected by law.

Collective Bargaining Agreements (CBAs) provide certain negotiated benefits and procedures, but in no case can a CBA obviate rights guaranteed by law.

Bergen Community College will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Manager of Training and Compliance. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Recognizing that the fundamental purpose of higher education is to better humanity morally, spiritually, intellectually, physically, and materially and to educate leaders for a diverse and complex society, Bergen Community College is dedicated to offering equal educational access and the equitable representation of minorities among students, faculty, staff and administrators. To further this objective, the College is committed to the development and implementation of programs and initiatives that enhance recruitment, and advancement of minority students, faculty, staff and administrators.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.2 Date: October 2006**

TITLE: JOB POSTING

Bergen Community College provides employees an opportunity to indicate their interest in open positions and advance within the organization. In general, notices of all regular, full-time job openings are posted, although Bergen Community College reserves its discretionary right to not post a particular opening when such a position is not covered by CBA.

Job openings will be posted on the designated bulletin boards for a period of (5) working days and/or what is currently required by CBA. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities). Openings will also be listed on the Department of Human Resources website at www.bergen.edu/hr under employment opportunities. Employees interested in posted positions are required to submit a resume or application indicating qualifications within 5 working days.

A job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager.

For any Questions/Clarifications



BCC Bergen Community College

EMPLOYEE HANDBOOK

No: 2.3 Date: October 2006

TITLE: ACCESS TO EMPLOYEE FILES

Bergen Community College maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations and other employment records.

Personnel files are the property of Bergen Community College, and access to the information they contain is provided for by CBA. Supervisors and management who have a business necessity to review a file may do so upon request to the Executive Vice President or Director of Human Resources.

Employees who wish to review their own file should submit a "Request for Access to Personnel File" form to the Supervisor of Employment Services. With reasonable advance notice, employees may review their own personnel files in the presence of an authorized representative from the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.4 Date: October 2006**

TITLE: AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Bergen Community College does not discriminate in interviewing, hiring, or promotion on the basis of disability. We are committed to complying with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. We will make every effort to provide reasonable accommodations requested by any employee, with a documented disability, who can otherwise perform the essential functions of his or her job.

The Department of Human Resources will work with all employees and their supervisors in determining the most effective accommodations that can be reasonably provided on an individual basis. Issues and concerns should be brought to the attention of the Director of Human Resources. Records of these requests and accommodations will be treated confidentially and will be kept on file for the requestor's benefit.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.5 Date: October 2006**

TITLE: BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Bergen Community College is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Bergen Community College is dependent upon our students' trust and we are dedicated to preserving that trust. Employees owe a duty to Bergen Community College, its students, and community to act in a way that will merit the continued trust and confidence of the public.

Bergen Community College will comply with all applicable laws and regulations and expects its administrators, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Executive Vice President for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Bergen Community College employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

For any Questions/Clarifications



TITLE: WORKPLACE MONITORING

Workplace monitoring may be conducted by Bergen Community College to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of Bergen Community College. As such, computer usage, e-mails and files may be monitored or accessed.

Bergen Community College may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Because Bergen Community College is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

For any Questions/Clarifications



BCC Bergen Community College

EMPLOYEE HANDBOOK

No: 2.7 Date: October 2006

TITLE: CONFIDENTIALITY

As an employee of Bergen Community College, you have an obligation to perform every aspect of your job with reasonable care so that the college's educational purposes are promoted and portrayed to the media and general public as effectively as possible.

You should not discuss details of the college's business with anyone who is not affiliated, unless that is a specific part of your job function.

Within the college community, confidential information should be discussed with others only on a need-to-know basis. If you are ever unsure about discussing a particular topic with another employee or with a student, you should refer the matter to your supervisor.

For any Questions/Clarifications



TITLE: CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Bergen Community College wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Vice President for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Bergen Community College's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Bergen Community College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Bergen Community College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Bergen Community College.

For any Questions/Clarifications



TITLE: INTELLECTUAL PROPERTY

Bergen Community College seeks to protect and promote the development of scholarly works by faculty, other employees and students. The College recognizes that such works contribute to the professional development of the authors, and at the same time increase the reputation of the College and enhance the knowledge of the public. The College recognizes that it shall balance the rights of the individual authors with the rights of the College and the public. Such balancing shall apply to any work developed when the faculty member, other employee or student was employed by the College or was being compensated either directly or indirectly by the College.

The objective of the College's intellectual property policy is to identify the proper owner of the rights, including copyright interests, in a work created by someone connected with the College, and to clarify the circumstances under which the College will exercise the rights it has in a particular work. The owner of a work has the exclusive right to reproduce, distribute, sell, lend, lease, license, perform, display, or prepare derivatives of the work provided same is in accordance with the policies hereinafter stated. Nothing herin contained shall prevent an owner who has a copyright to such work from enforcing such copyright against infringement.

Definition of Intellectual Property

Inventions, discoveries, technologies, processes, methods, computer software, literary works, instructional materials, publications, literature, art, dramatic and musical works and all audio visual material including video, film, photographs, and audio programs are considered intellectual property.

Ownership Rights

Ownership of an interest in a work vests initially in the author of the work. However, pursuant to the Copyright Act of 1976, when a copyrightable work is produced by one person who has been employed by another for that purpose it is the employer, not the work's creator who is considered the author for copyright purposes. When a work is prepared by an employee within the scope of employment, such work is considered a work made for hire. Recognizing the foregoing, the College wishes to establish a policy whereby it will not claim an interest in such works unless (1) they are part of a specific assignment or (2) they result from sponsor-supported effort.

In other words, intellectual property produced as part of the general activities expected of faculty or students, such as teaching, artistic creation, or unfunded research, should be owned by its creator. Intellectual property developed under a specifically-funded research project or a specific College assignment should be owned by the College or as specified in a research agreement. Notwithstanding the foregoing however, the intellectual property policies of the College are superseded by the specific terms pertaining to intellectual property rights included in federal grants and contracts, or grants and contracts with non-profit and for profit non-governmental entities or private donors, to the extent of any conflict.

If the College specifically funds creation of a work by making a specific assignment within the scope of employment, or through the assistance of other employees, or with equipment to which the faculty member would not normally have unrestricted access, then the College shall have ownership of the work. As a result thereof, the College is entitled to license and sell all such works and shall have the exclusive rights to same. The College, however, recognizes that the creator of such work has expended creative time and ability and as a result thereof, the College does hereby agree to pay any and all creators of the work royalty equal to 50% of all net profits generated from the licensing or sale of the work. If there is more than one creator of a work, the 50% royalty shall be shared by the creators. Such percentage may be adjusted from time to time by the College based upon experiential criteria. Creators of works will be notified in advance of such sales. Under no circumstances, however, shall the College pay any royalty, fee, commission or the like for the work unless the College receives payment from third parties. In other words use of the work by the College or failure to receive payment from a third party shall not obligate the College for any royalty or commission to the creator of the work.

In the event intellectual property is not developed under a specifically funded research project or a specific college assignment, the creator shall report to the College any and all potentially valuable copyrightable material in which the College may have interest under the provisions of this policy. The report shall be promptly made in writing by the creator to his or her departmental head or dean, and the reports shall be submitted by such departmental head or dean to the Office of the President for the purpose of determining whether and to what extent the College has a proprietary interest in the material. If more than one individual participated in the works development, the report shall identify the percent of each participants interest and shall be signed by all participants. The report shall include a complete disclosure of the identity of all persons participating in the development and of the subject matter of the materials concerned. The participants shall furnish additional information and execute such documents as the College may reasonably request from time to time.

Students and Intellectual Property

While there is no employment relationship between the College and a student, if intellectual property is developed by a student with the assistance of College employees or with equipment to which the student would not normally have unrestricted access or working as part of a team responsible for generating intellectual property, then the student would be in the same position as College staff members who develop intellectual property in the course of their employment.

For any Questions/Clarifications



TITLE: SEXUAL HARASSMENT

Bergen Community College is committed to providing its students and employees with an academic and work environment free from sexual harassment or discrimination. Sexual harassment in any form constitutes prohibited, unprofessional and unacceptable conduct, and is a violation of Title VII of the Civil Rights Acts of 1964 and 1990 as amended, Title IX of the Education Amendments of 1972, the New Jersey Law Against Discrimination, established case law and State policies. The policy applies to all persons: administrators, faculty, staff, students, guests, and visitors are all covered.

The College will not tolerate, condone or allow sexual harassment of any of its students or employees, by any instructional, supervisory, managerial or administrative personnel, co-workers, other students, independent contractors, vendors or others with whom the College does business. Bergen Community College will enforce this policy and expects all employees and students to be diligent in preventing, detecting and reporting any incidents of sexual harassment. Bergen Community College expects each employee and student to avoid any acts or statements that may constitute sexual harassment and to ensure that his or her conduct complies with this policy. The College will take appropriate disciplinary action when an investigation reveals that an individual has engaged in any such prohibited conduct.

For the purposes of this policy, Sexual Harassment is defined as unwelcome sexual advances or sexually explicit comments, requests for sexual favors and/or other verbal or physical conduct based on the gender of the affected individual when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic achievement; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an unreasonably intimidating, hostile or offensive working or educational environment. Hostile environment sexual harassment includes, but is not limited to:

- a. Generalized gender-based remarks and behavior;
- b. Inappropriate, unwanted, offensive physical or verbal sexual advances and comments;
- c. Solicitation of sexual activity or other sex-linked behavior by promise of reward;
- d. Coercion of sexual activity by threat of punishment; and
- e. Gross sexual imposition such as touching, fondling, grabbing or assault.

An individual need not be a personal target of harassment to file a complaint. The individual instead may show that other individuals were sexually harassed and that this harassment created a hostile or intimidating work or academic environment.

Conduct under "a - e" above by any instructional, supervisory, managerial or administrative personnel, co-workers, students, independent contractors, vendors or others with whom the College does business constitutes prohibited sexual harassment when a reasonable person of the same sex as the aggrieved individual would consider it sufficiently severe or pervasive to alter the conditions of employment or education or to create an intimidating, hostile or offensive working or educational environment.

It shall be the responsibility of each administrator, support staff, faculty member, and student to:

1. Ensure that the college environment is free from acts of sexual harassment by supervisors, employees, non-employees and students;
2. Make all employees and students aware of the policy against sexual harassment and of the procedure for filing complaints when sexual harassment has occurred;
3. Immediately report any incident alleging sexual harassment to the Manager of Training and Compliance;
4. Take immediate and corrective action when sexual harassment has occurred.

Employee and student complaints of sexual harassment shall be processed in accordance with the procedures outlined by the College.

Disciplinary action can range from reprimand to dismissal for employees and students.

Consensual relationships

Consensual romantic and sexual relationships between supervisor and employee or between faculty and student are strongly discouraged. These relationships may be subject

to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. A person involved in a consensual relationship can not have a direct responsibility for evaluating the employment or academic performance or for making decisions regarding the promotion, tenure, or compensation of the other party to the relationship.

Student-On-Student Sexual Harassment

Student-on-student sexual harassment is a violation of Bergen Community College's Sexual Harassment Policy and must be reported to the Manager of Training and Compliance. Unwelcome sexual conduct by another student, student-on-student harassment, that disrupts a student's ability to learn or conduct that creates a hostile learning environment will be handled through the College's policies that address student conduct, including the Rules and Regulations found in the College Catalog, not the Complaint Process for resolving Sexual Harassment Complaints.

For any Questions/Clarifications



TITLE: COMPLAINT PROCESS FOR SEXUAL HARASSMENT

Students, employees and other members of the College community who believe they are being, or have been, sexually harassed or discriminated against in violation of the Policy of Sexual Harassment, should report this incident in writing, as soon as reasonably possible after the alleged incident(s) to the Manager of Training and Compliance. Students and employees with questions about this policy should also direct their concerns to the Manager of Training and Compliance.

1. INTRODUCTION

This Sexual Harassment Complaint Process is to be followed whenever a complaint of sexual harassment or gender discrimination is made that alleges conduct that may be in violation of the College's Sexual Harassment Policy. The purpose of this Sexual Harassment Complaint Process is to describe the steps to be followed for reporting and handling complains alleging sexual harassment or gender discrimination. The College is committed to handling complains and reports of sexual harassment and gender discrimination swiftly, fairly, and with sensitivity.

2. REPORTING SEXUAL HARASSMENT OR GENDER DISCRIMINATION

Members of the College community who believe they are being or have been sexually harassed or discriminated against in violation of the Sexual Harassment Policy should report their experience. Students and employees should report instances of possible sexual harassment or gender discrimination to the Manger of Training and Compliance.

Complaints against employees, or against students in their role as employees, will be resolved through the process outlined below. This process will not handle complaints against students arising out of their conduct as students (student-on-student harassment). These are addressed by other College policies dealing with student conduct, including the Rules and Regulations found in the College Catalog.

If it is believed that the sexual harassment rises to the level of sexual assault, the Department of Public Safety should be consulted. Questions about police assistance and involvement may be directed to the Vice President of Administrative Services or to the Director of Public Safety.

Individuals who believe they have been subjected to sexual harassment or gender discrimination should report the alleged acts promptly so that appropriate action can be

taken. Additionally, individuals who witness sexual harassment or gender based discrimination should report these acts to the Manager of Training and Compliance.

It is the responsibility of all individuals in the College community to maintain an academic, work and living environment free from sexual harassment and gender based discrimination, which violates the Sexual Harassment Policy. Any of these individuals (except those who have a legally protected counselor/client privilege) who have knowledge of conduct involving sexual harassment or gender based discrimination or who receive a complaint of sexual harassment or gender discrimination should inform the Manager of Training and Compliance immediately.

3. COMPLAINT PROCESS

Because sexual harassment and gender discrimination may involve a wide range of behaviors, the way in which a given case is best handled will vary. This Complaint Process provides a number of options to those subjected to sexual harassment or gender based discrimination.

If it appears that sexual harassment or gender discrimination may have occurred, the Manager of Training and Compliance will explain the options available to the complainant. The option selected will depend on a number of factors including the seriousness of the offense, the amount of evidence available, the degree of confidentiality sought, and the outcome desired by the complainant.

A complainant may select an informal or formal resolution. An informal resolution focuses on stopping the harassing or discriminatory behavior without a formal investigation and seldom results in sanctions. A formal resolution involves an investigation and may result in sanctions. The choice of one type of resolution does not preclude employing the other type at the same time or at a later time.

A. INFORMAL RESOLUTION

There are a variety of forms of informal resolution. The means for seeking an informal resolution will vary from case to case but could include the following: (1) the direct approach, (2) third party intervention or (3) indirect action taken by the Manager of Training and Compliance.

1. The Direct Approach

After a discussion with the Manager of Training and Compliance, a complainant may choose to take action personally. This direct approach may be appropriate when the goal is to stop the behavior rather than sanction the respondent. This direct approach might include the complainant writing a letter to the respondent asking him/her to change his/her behavior. Another option might be telling the respondent in person exactly what behavior is offensive and asking the respondent to stop the behavior. This approach should be taken only if the complainant feels comfortable confronting the respondent.

2. Third Party Intervention

This option involves having the Manager of Training and Compliance mediate between the complainant and the respondent, or asking the Manager of Training and Compliance to bring the complainant and respondent together informally, to resolve the problem. This type of intervention may result in such solutions as separating the complainant and respondent, reassignment of work, or an agreement by the respondent to stay away from the complainant.

3. Indirect Approach

The complainant may choose an indirect approach. This approach is intended to alter the respondent's inappropriate behavior in such a way that the behavior stops without the complainant having had to do anything except talk to the Manager of Training and Compliance. This option has the advantage of maintaining anonymity of the complainant and respondent. The type of indirect action will vary according to the circumstances. One example of indirect action is to have the Manager of Training and Compliance address a faculty staff meeting covering the College's Sexual Harassment Policy and/or reminding supervisors and faculty of their responsibility to foster an environment free of sexual harassment and gender based discrimination.

B. FORMAL RESOLUTION

A complainant may choose the formal complaint resolution process for a complaint of sexual harassment or gender discrimination. This option may result in sanctions against the respondent.

1. Initiation of Complaint

The formal complaint resolution process is initiated by a written complaint. If the complainant chooses to make a formal complaint, the Manager of Training and Compliance will be able to answer questions about the writing of the complaint. A written complaint should include the following:

- a. description of the harassing behavior occurred
- b. name of the respondent
- c. when and where the harassing behavior occurred
- d. what effect the behavior had on the complainant
- e. who witnessed the behavior, if applicable
- f. whom the complainant spoke to about the behavior, if applicable

Once the complaint is written it is forwarded to the Manager of Training and Compliance, who will send a copy of the complaint to the respondent and request a written response.

2. Investigation and Findings

The Manager of Training and Compliance will select an individual to investigate the complaint and will work closely with the investigator in following the steps to be taken in the investigation. The investigator will work as expeditiously as possible to conduct a full and fair investigation. The investigator will give the respondent an opportunity to be heard with respect to the complaint and to furnish names of witnesses along with information pertaining to their knowledge of the matters set forth in the complaint. Upon completion of the investigation, the investigator will report in writing to the Manager of Training and Compliance, setting forth the steps taken in the investigation and the investigator's findings.

The Manager of Training and Compliance will review the report of the investigator. If the Manager of Training and Compliance finds the investigation incomplete or otherwise unacceptable, she/he may request another investigation by the investigator or assign a new investigator to the complaint. Once the investigation is complete, the Manager of Training and Compliance shall determine whether there has been a violation of the Sexual Harassment Policy and she/he may recommend that sanctions be applied against the respondent. Recommended sanctions will be determined on a case-by-case basis and will be determined by the frequency and severity of the violation. The Manager of Training and Compliance will take reasonable steps to foster consistency for similar violations and circumstances across the College. Possible sanctions and remedial actions include, but are not limited to:

- Participation in education sessions on sexual harassment;
- A written warning placed in the respondent's file;
- Reassignment of responsibilities if practicable;
- Probation;
- Suspension without pay;
- Termination, dismissal

The complaint and the report of the investigation, together with the recommended sanctions to be applied, will be sent by the Manager of Training and Compliance to the Dean or Vice President of the respondent's unit, and the Executive Vice President. The Dean or Vice President, in consultation with the Manager of Training and Compliance and the Executive Vice President, will determine what sanctions are appropriate and will notify the respondent of the results of the investigation and the sanctions. The Manager of Training and Compliance will also notify the complainant of the results of the investigation and sanctions, if applicable.

If the respondent is an employee of the College and the sanction results in discipline or termination, the respondent may grieve in accordance with applicable collectively negotiated agreements or College policies.

3. Remedial Action

There may be situations in which harassment in violation of the Sexual Harassment Policy is found not to have occurred (for example, where the conduct complained of involved an isolated incident or where the conduct is protected by academic freedom).

This finding does not prevent the College from bringing to the attention of the respondent that his/her conduct was deemed by the complainant to be inappropriate. This fact may be brought to the attention of the respondent either through an informal process or the formal process. Similarly, while a respondent may not have engaged in conduct in violation of the Sexual Harassment Policy and, thus, is not disciplined, the College reserves the right to take remedial action with respect to the complainant to enable the complainant to pursue employment or educational opportunities unimpeded by the conduct that prompted the complaint.

C. INDEPENDENT COLLEGE ACTION

The College reserves the right to investigate allegations of harassment in appropriate circumstances even in the absence of a complaint of sexual harassment or discrimination filed pursuant to this Sexual Harassment/Discrimination Complaint Process.

IV. CONFIDENTIALITY

The College shall maintain confidentiality to the extent possible within the requirements of conducting reasonable investigations. Only those who have a need to know will be told the identity of the parties to a complaint. In some instances, a complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the College reserves the right to limited disclosure and to take appropriate action in order to ensure the safety and well being of other members of the College community.

V. RETALIATION

Retaliatory conduct against any individual who has filed a complaint of sexual harassment or discrimination, who has reported witnessing sexual harassment or discrimination, or who has participated in the sexual harassment or discrimination complaint process is also a violation of the College's Sexual Harassment Policy and is grounds for disciplinary and/or remedial action. Anyone who believes that she/he may be or has been the victim of retaliation should discuss her/his concerns with the Manager of Training and Compliance.

VI. FALSE ALLEGATIONS

The intentional filing of a false complaint may subject the complainant to discipline. Anyone who believes that she/he has been the subject of a false complaint of sexual harassment or discrimination may meet with the Manager of Training and Compliance to discuss the allegations.

VI. RECORD KEEPING

Notice of all reports of sexual harassment or gender based discrimination, whether a formal written complaint, or an informal complaint, must be forwarded to the Manager of Training and Compliance. The Manager of Training and Compliance will keep a confidential record of all informal and formal complaints. This information will be used by the Manager of Training and Compliance to monitor repeated complaints within the same unit or against the same individual. This information will also be used to document the incidence of sexual harassment and gender based discrimination in the College community.

VII. CONFLICT OF INTEREST BY COMPLIANCE OFFICER

In the event that a sexual harassment complaint is made against the Manager of Training and Compliance, the complaint should be made directly to the Executive Vice President.

For any Questions/Clarifications



TITLE: SMOKING

In keeping with Bergen Community College's intent to provide a safe and healthful work environment smoking is prohibited throughout all College facilities. This policy applies equally to all employees, customers, and visitors.

The College has designated certain areas as smoke free zones and others as smoking areas. Smoking zones are clearly marked throughout the campus.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.13 Date: October 2006**

TITLE: DRUG AND ALCOHOL USE

Bergen Community College declares that it will endeavor to provide its employees and students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illicit drugs. Therefore, Bergen Community College prohibits the unlawful possession, use, or distribution of illicit drugs on College property or as part of any of its activities.

The College alcohol policy prohibits possession or consumption of alcoholic beverages on the Bergen Community College campus, with the exception of special, approved receptions in the Meeting and Training Center. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action.

Local, state and federal laws that apply to unlawful possession, use, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of College policy and regulations are subject to disciplinary sanctions. As appropriate, sanctions may range from verbal warning up to dismissal. Sanctions may also include completion of an appropriate rehabilitation program or referral to appropriate legal authorities for prosecution.

These policies apply to all Bergen Community College employees and students as well as visitors to the College.

The possession or sale of drugs is a violation of the law. Bergen Community College will, therefore, make every effort to uphold the law and render assistance and support to law enforcement agencies legally and ethically pursuing their objectives, while at the same time render assistance to students when needed or necessary. In light of the foregoing statement, Bergen Community College's drug policy is as follows:

1. Faculty members, employees of the institution, and students are asked to report or submit to the Executive Vice President and Vice President of Student Services any knowledge or evidence directly or indirectly relating to the possession or sale of drugs anywhere on the college campus or at any time during a college-connected activity.

2. The Executive Vice President and Vice President of Student Services shall submit to the College President all information they may come by regarding the possession, sale, or use of drugs on the college campus or during any college-connected activity and will recommend the appropriate course of action to be followed.

3. Bergen Community College students convicted of a drug charge or who admit, in writing, to the possession or sale of drugs anywhere on the college campus or during any college-connected activity will be subject to dismissal from the College.

4. Information given to a counselor during the privacy of a counseling session will not be divulged by the counselor unless, in the judgment of the counselor, there exists a clear and imminent danger to life, limb, or property.

For any Questions/Clarifications



TITLE: APPROPRIATE WORK ATTIRE AND APPEARANCE

As an employee, you should wear clothing that is neat, clean and appropriate to your job duties and work environment. You should also be aware that you may come into contact with both students and the general public and will want to present an appearance that positively represents your department and the college in general.

Dress guidelines for individual departments will vary based upon your position and work activities. You should consult with your supervisor to be sure you are dressed appropriately for your job. If you are a supervisor or department head, you are responsible for making sure your employees are appropriately dressed.

For any Questions/Clarifications



TITLE: USE OF TELEPHONES, IT RESOURCES AND E-MAIL

Telephones

Each Bergen Community College office is equipped with functional tools including telephones. This equipment is intended for use related to college business and is not for personal use.

If you need to use office telephones for personal calls during business hours, you should keep calls limited so as not to interrupt workflow or incur additional expenses. Excessive use of office telephones for personal use may be grounds for disciplinary action.

Bergen Community College provides a rich information technology environment to support its educational activities and administrative functions. These resources, including computing systems and software, as well as internal and external data, voice, and video networks, are shared resources. To preserve them for the common good, the College expects all users, including students, faculty, staff, administrators, other employees, and members of the general public using the College's information technology resources to comply in all respects to institutional and external standards for their appropriate use. Although incidental personal use is permitted, these resources should be used primarily for College educational and administrative purposes, and such incidental personal use must conform to these same standards of appropriate use. By using College information technology resources, users agree to abide by all College acceptable use and related policies and procedures, as well as applicable federal, state, and local laws. The College reserves the right to bar access to its network or other information technology resources to those who violate its acceptable use and related policies and procedures. Further, violations may result in disciplinary action, including suspension, dismissal, and legal proceedings.

Administrative guidelines, regulations, and procedures

Bergen Community College reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the College reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the College's information technology resources, it is not possible to catalogue exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or classroom instructors, respectively, about the appropriateness of other uses. In free time areas, users should address questions to lab supervisors or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the College's information technology and telecommunication resources exist to support the College's mission, and (2) the College is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of web pages, both official and unofficial. The College reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, or designed to denigrate members of the College community.

Acceptable Use

1. Gathering and providing research material and data
2. Analyzing research data
3. Preparing course materials
4. Completing class and homework assignments
5. Enhancing coursework
6. Enhancing educational approaches and teaching methods
7. Obtaining and disseminating college related knowledge
8. Developing and administering targeted demographic surveys
9. Using Web Advisor to register online for courses or to access information about one's own academic performance
10. Using Datatel's Colleague or other institutional software within the scope of one's normal duties.

Unacceptable Use

1. Using the network for gambling, any other illegal activity, or any activity prohibited by the College's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts
2. Using the college systems for commercial or profit-making purposes
3. Altering system software or hacking in any form
4. Gaining unauthorized access to resource entities, including use of others' passwords
5. Invading the privacy of individuals
6. Posting anonymous messages
7. Creating and displaying threatening, obscene, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unwanted mail

8. Disobeying lab and system policies, procedures, and protocols (e.g., time limits on workstation usage)
9. Using the network in support of groups outside the college when such use is not in keeping with the mission of the college
10. Creating and using individual web pages not primarily focused on the mission of the college
11. Using Web Advisor to access information about someone other than oneself
12. Accessing data or making use of data in Datatel's Colleague or other administrative systems software not relevant to the scope of one's job responsibilities

Privacy and Use of Information

Employees are expected to be knowledgeable of, and to perform their duties in compliance with, federal, state, and local laws and college policies, including the provisions of the Family Educational Rights and Privacy Act designed to protect the confidentiality of data and the privacy of individuals. Employees are expected to attempt to access, through any system, only information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information. In particular, confidential or demographic data, which pertains to students, employees, or college operations, must be used in a manner that protects rights of privacy and limits personal and institutional liability. In general, employees are expected to avoid situations in which they either provide or interpret to others information which is outside the scope of their expertise or job responsibilities. Please consult the Manager of Training and Compliance for further clarification of compliance issues.

Security Breaches

Attempts to alter system software, to bypass security protocols, to introduce viruses, worms, or other malicious or destructive programs, or otherwise “to hack” are expressly forbidden. Any member of the College community, including a student, who intentionally breaches security will be subject to disciplinary action, including suspension and dismissal.

Incidental Personal Use

Incidental personal use is an accepted and appropriate benefit of being associated with Bergen Community College’s rich technology environment. However, this type of personal use must still adhere to all College appropriate use and related policies and procedures, and must never have an adverse impact on uses of technology and information resources in support of the College’s mission. The College Administration reserves the right to define the acceptable level of personal incidental use. An employee’s supervisor may also decide that personal activities are affecting the abilities of the employee or colleagues to perform job functions, and it is his or her right to require the employee to cease those activities.

E-mail

Email is defined as all technologies used to transfer messages, including e-mail, instant messaging and peer to peer file exchange. Email is a tool for business purposes. Users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. In general, email communications should follow the same standards expected in written business communications and public meetings.

Accounts

It is the intention of the College to have on file email addresses for all full-time faculty, administrators, adjuncts, and students. Email accounts are also provided for staff whose job responsibilities include regular computer access. Generally, email accounts are closed when employment ends or when the student is no longer enrolled. However, the College may choose to extend email privileges to adjuncts and students during periods of stop-out. Further, upon request, the College will keep active email accounts for Professors Emeriti and retired full-time faculty.

Full Time Employees

In the case of full-time employees, addresses using the Bergen domain will be assigned. The College will use these addresses in all email communication with full-time employees. Full-time employees are expected to check their email daily during their work weeks.

Adjunct Faculty

For adjuncts, the College will supply an address with a Bergen domain, if requested or if no email address is available in Colleague. These addresses may be requested by contacting the BCC Help Desk. Adjuncts must supply appropriate College identification to receive an account. Alternatively, adjuncts may use WebAdvisor to supply a preferred (non-BCC domain) address. If so, the College will use this address for all email communications. Adjunct faculty are expected to check email at least once a week. The College will not maintain more than one email address for any faculty member.

Broadcast E-mail

Broadcast Email to Employees

Authority to use the entire master list of email addresses of College employees rests with the Executive Staff. System-wide electronic messages should be used sparingly for urgent, emergency notices, such as Public Safety announcements and other matters affecting the entire campus community. The frequency, content, and other characteristics of most messages are inappropriate for such wholesale delivery. In particular, it is not appropriate to use system wide email broadcasts to publicize college events which are not of an urgent nature or of primary interest to all members of the college community. In these instances, departments may wish to announce such events on their departmental web site or on the College-wide Outlook Bulletin Board. Email server groups may be set up to allow targeted distribution of email, such as to the members of an academic

division. Further, end users may create their own personal distribution lists. However, users should take care not to broadcast unwanted email messages. Requests to be removed from personal distribution lists must be honored.

Strictly Prohibited

The following use of email is strictly prohibited. Employees receiving such material should immediately report it to their supervisors. Students with BCC email accounts should contact the Coordinator of Judicial Affairs.

- The creation and exchange of messages that are offensive, harassing, obscene or threatening.
- The exchange of privileged, confidential or sensitive information to inappropriate persons.
- The creation and exchange of advertisements, solicitations, chain letters, or other spam.
- Use of email for commercial purposes.
- The creation, storage or exchange of information in violation of copyright laws.
- Reading or sending messages from another person's account, except under proper delegate arrangements.
- Copying or forwarding messages belonging to another user which have been altered in such a way as to change the intent of the author.

Guidelines

- Users should follow these guidelines and conventions:
- Ensure that messages are addressed to the appropriate recipient(s).
- Do not subscribe to list servers or other distribution lists that are not college related. Such lists tend to overload and affect the performance of the email system.
- Users must not compromise the privacy of their passwords by giving them to others or exposing them to public view. Passwords should be changed on a regular basis.
- Retain messages only if relevant to the work or an anticipated litigation. The College's email system is set to retain messages for no more than six months. Messages having a legitimate business purpose greater than six months should be archived to a desktop folder or printed and filed.
- Address messages to recipients who "need to know." Messages sent unnecessarily to a long list of recipients lowers system performance, and may annoy recipients.
- Avoid opening messages or attachments received from unknown senders or responding to instant messages or other peer to peer technologies from strangers. Messages and attachments can carry viruses, and IM and peer to peer technologies are often used by intruders with malicious intent.
- Construct messages professionally (spelling and grammar) and efficiently (subject field, attachments).

Colleague Access

College employees will be given access to the College's administrative systems on as needed basis. Accounts and security clearance must be authorized by the employee's Executive Council member.

Account Log-ons and Passwords

Account log-ons and passwords, including email, are issued to individuals for their sole use and are non-transferable. Owners are responsible for all usage of their assigned accounts, log-ons, and passwords.

Violations of Acceptable Use and Related Policies and Procedures

Users are expected to notify the Office of Information Technology, classroom instructor, free time lab supervisor, or other responsible party, as appropriate, of intentional or unintentional breaches in access and data security of which they become aware. In addition, employees who are aware of serious violations of acceptable use or related policies and procedures (including malicious tampering, virus infection, or “hacking”) are required to report such activity to their immediate supervisors. In the case of complaints about materials believed to be offensive or otherwise inappropriate, users are encouraged to express their concerns directly to those believed to be misusing the systems and/or to lab supervisors. If the situation persists they should bring the matter to the attention of Public Safety or other responsible parties. Individuals who violate acceptable use and related policies and procedures will be subject to appropriate sanctions, including suspension, dismissal, and legal proceedings.

According to the US Copyright Act, illegal reproduction of software or other material is an offense which will subject the violating individual to civil and monetary damages. The use of email or any college system for harassment or criminal activity may result in criminal penalties, including fines and imprisonment

For any Questions/Clarifications



TITLE: CONFLICT RESOLUTION

Bergen Community College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Bergen Community College supervisors and management.

Bergen Community College strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

No employee will be penalized, formally or informally, for voicing a complaint with Bergen Community College in a reasonable and business-like manner.

If you have a complaint or a problem, you should discuss it with your supervisor. You may also want to discuss the problem with your union representative. Perhaps there will be an opportunity to resolve the problem informally. If the problem remains unsolved, there is a grievance procedure available as a means of resolving disputes of a more complex nature. The grievance procedure that is available to you would be in accordance with the provisions established in your current collective bargaining agreement.

For any Questions/Clarifications



TITLE: EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, water interruptions or power failures can disrupt College operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio stations (WABC 77 am, WINS 1010 am, WCBS 88 and WOR 710), and/or television stations will be asked to broadcast notification of the closing. Notification of the closing by e-mail can be accessed on the main page of the BCC website at www.bergen.edu. Emergency closings chains are also prepared by each division and department.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive compensation in accordance with the Collective Bargaining Agreement. Employees who are not scheduled to work during the closing because they were on approved vacation, sick leave, personal days etc. will be paid in accordance with the time off approved prior to the emergency closing.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.18 Date: October 2006**

TITLE: MEDICAL EMERGENCY

Public Safety Officers respond to all emergencies. A College Health Service Nurse responds to all emergencies when on duty. In case of emergency, call Public Safety by dialing “6” on any campus telephone. Emergency telephones are located by most elevators. These telephones directly connect you to the Public Safety Department. Injuries that occur on campus, or during a college-connected activity, must be reported to the College Nurse or a Public Safety officer. If it is not possible to report it immediately, a report must be made before 24 hours have lapsed.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.19 Date: October 2006**

TITLE: EVACUATION PLAN

An alarm is sounded and all unauthorized individuals are to exit via the nearest exit. They are to walk at least 100 yards away from the building. Designated Evacuation Marshals assist with the evacuation and also keep individuals 100 yards away from the building. Doors are locked to prevent individuals from re-entering the building prior to the all – clear signal being given. When the all-clear signal is given, Public Safety and/or Evacuation Marshals will allow people back in the building. For individuals who are physically impaired, there are areas of safe refuge in the Main Building. These areas are located in the basement, and on the second and third floors, in the area of the elevators. An emergency phone is affixed to the wall to call for assistance.

For any Questions/Clarifications



TITLE: IDENTIFICATION CARDS

Employees are required to carry on their person at all times when on campus a College I.D. card, and may be asked to show possession of an I.D. card at any time for any reason by a member of Management, or a Public Safety Officer. I.D. cards are obtained in the Department of Public Safety. Failure to cooperate with this request may result in disciplinary action, and/or denial of access to college facilities.

For any Questions/Clarifications



TITLE: PARKING DECALS

During your orientation, you will be given an application for a parking decal. Decals are obtained in the Department of Public Safety. All employees must comply with parking and traffic regulations as published or so informed by a Public Safety Officer.

For any Questions/Clarifications



TITLE: LIBRARY SERVICES

Employees may use the Sidney Silverman Library, and must abide by library guidelines for acceptable use and behavior within the facility. The Director of the Library reserves the right to determine those guidelines and/or to restrict usage based on business necessity.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 2.23 Date: October 2006**

TITLE: RECREATIONAL SERVICES

Employees may use the fitness center, pool and open gym when accompanied by a workout partner and when classes are not being held. All employees must comply with guidelines for usage of the Fitness Center. Any employee found misusing the facilities by definition of the College may lose the privilege of doing so, and could be subject to disciplinary action.

For any Questions/Clarifications



TITLE: HEALTH SERVICES

The Health Services Office is staffed by registered nurses for the purpose of rendering first aid, emergency care, health information, and health counseling. In addition, neighborhood hospitals provide emergency medical service for more critical needs.

For any Questions/Clarifications



SECTION 3
RECRUITING AND HIRING EMPLOYEES

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 3.1 Date: October 2006**

TITLE: EMPLOYMENT CATEGORIES

It is the intent of Bergen Community College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Board approval is required for all regular full time, 90-day probationary and permanent part-time positions.

REGULAR FULL-TIME employees are those who work 35 or 40 hours over a period of five (5) days per week. They are eligible for Bergen Community College's benefit package, subject to the terms, conditions, and limitations of each benefit program.

90-DAY PROBATIONARY/FULL-TIME employees are those whose performance is being evaluated to determine whether the College will continue to employ them in the current position. This period lasts for 90 days.

PERMANENT PART-TIME employees are those who are regularly scheduled to work less than 19 or less hours per week on a permanent basis and are approved by the Board. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for Bergen Community College's benefit programs.

TEMPORARY PART-TIME employees. The maximum number of hours worked on a weekly basis for any part-time employee is 19 hours. The maximum number of hours worked on a fiscal basis for any part-time employee is 1,000 hours. The amount of hours initially approved by the Executive Vice President or Department of Human Resources for part-time employee(s) to work is the *maximum* amount of hours that can be worked on a weekly basis. The approval will also indicate the specific weeks the individual is authorized to work. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for Bergen Community College's benefit programs.

TEMPORARY employees are employees who work on an interim basis only and are not regularly scheduled.

SUMMER employees are those employees who work on an interim basis through the College for a ten (10) week period. The maximum number of hours worked on a weekly basis for any summer employee is 30 hours. The amount of hours initially approved by

the Executive Vice President or Department of Human Resources for summer employees(s) to work is the maximum amount of hours that can be worked on a weekly basis. The approval will also indicate the specific weeks the individual is authorized to work.

GRANT/PROJECT PERSONNEL employees are hired or to be hired under the terms and conditions of the grant subject to the Project Personnel Policy. No higher level of benefits is to be provided without prior approval from the President or designee.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 3.2 Date: October 2006**

TITLE: EMPLOYMENT ELIGIBILITY VERIFICATION

Bergen Community College complies with the U.S. Department of Homeland Security requirement to verify that all employees hired after November 6, 1986 are eligible to work in the United States. Each employee must complete Section 1 of Federal Form I-9 at the beginning of his or her work and upon changes in his or her employment status, such as changing from part-time to full-time or from student to regular employee.

The employee will be required to submit the documents as specified on the I-9 form to the Department of Human Resources, who will photocopy the documents and return the originals to the employee. No employee may be placed on the payroll until all I-9 requirements have been satisfied.

If an employee is rehired, or if the documents expire, the employee's I-9 status must be verified again.

Please direct any questions regarding I-9 regulations and compliance to the Department of Human Resources.

For any Questions/Clarifications



TITLE: NEW EMPLOYEE HIRING PROCEDURES

A new employee may be hired due to the creation of a new position within a department or to fill a vacancy left by an employee's resignation, transfer or termination. The procedures that follow ensure that employee hiring is conducted fairly and expeditiously.

In accordance with its affirmative action policy, Bergen Community College makes every effort to recruit in such a manner that all applicants for open positions receive fair consideration for employment, regardless of race, color, religion, gender, sexual orientation, age, marital status, national origin, disability or veteran status. The recruitment and hiring procedures have been carefully planned to meet these criteria and to provide particular opportunity for women and minorities.

When the need arises to fill a new or existing open position, the head of the department in which the open position is located should fill out a Job Requisition Form with the Department of Human Resources. This form requires the signature of the Executive Council Officer, who is responsible for reviewing the form for completeness and accuracy followed by the approval of the Executive Vice President. Upon approval, the Dean or Department Head in which the opening exists should prepare a detailed and substantive description for the open position, including all qualifications, experience, education requirements and other criteria required of a prospective candidate. The job description should be completed and agreed upon before recruitment begins.

The Department Head or Supervisor should consult the Director of Human Resources to plan an effective recruitment program. This program should include advertisements in newspapers, trade magazines and professional journals, contacts with professional associations and other colleges and universities and any other sources that would assist in providing a diverse applicant pool. Prior to any advertising, the Director of Human Resources must review the position description to determine the reasonableness of the employment requirements. All submissions for advertising the open position must be received by the Department of Human Resources at least 10 working days prior to the requested placement date. A copy of the approved advertisement will be forwarded to the hiring supervisor at the time it is placed.

For any Questions/Clarifications



TITLE: PROCEDURES FOR SEARCH COMMITTEES

1. Advertisements are run and resumes/applications are received in the Department of Human Resources (unless otherwise indicated).
2. Acknowledgement letters are sent from the Department of Human Resources.
3. The Department of Human Resources accumulates resumes/applications, prepares a compliance log with date they are received, and assigns a number to each applicant (unless otherwise indicated).
4. The Dean, Director, or Department Head, with the approval of an Executive Council Officer, proposes a Search Committee in writing to the Manager of Training and Compliance, who subsequently notifies the Director of Human Resources of the approval of the Committee's composition.

The search committee composition will be as follows:

- a.) Faculty positions, including Lecturers, will have 5 members. It is recommended that 3 be from the discipline, 1 from outside the discipline, and 1 from outside the division;
 - b.) Staff positions will have 3 members. It is recommended that 2 be from the area and 1 from outside the area;
 - c.) Search committees for Deans and VPs will be handled on a case-by-case basis;
 - d.) Ethnic and gender diversity is a required consideration for every committee.
5. The entire search committee meets with the Manager of Training and Compliance to review Equal Opportunity and Affirmative Action guidelines.
 6. The search committee develops a series of bona fide job related questions for interviewing prospective candidates and submits these questions to the Manager

of Training and Compliance before interviews start. This is to guard against illegal questions.

7. The entire search committee meets to review applications/resumes following these steps:
 - a.) Criteria should be developed, based on postings and/or published advertisements, to determine who will be interviewed. All candidates who meet the qualifications as advertised should be considered. Preferred qualifications are not minimum qualifications and may not be used to automatically rule out candidates who do not possess them. Preferred qualifications should be used in the interview process to distinguish among highly qualified applicants.
 - b.) The search committee will then make a determination whether or not the applicant pool reflects sufficient diversity for underrepresented constituent groups. The search committee chair should consult with the Manager of Training and Compliance to make a judgment whether the search should continue with the current pool or whether a call for additional applicants should be made.
 - c.) Once the Committee Chair has determined that the applicant pool is adequate, she/he must inform the Supervisor of Employment Services so that additional applications are not forwarded to the committee and the search may be closed.
 - d.) There should be uniformity in the interview process so that all the candidates are evaluated on the same considerations. It is recommended that the interview process be carefully scripted using the approved set of questions before any candidate is interviewed.
 - e.) The search committee will schedule appointments, interview candidates and deliberate.
 - f.) After agreeing on the final candidates to be recommended, the chair of the search committee will submit the unranked names in alphabetical order, with interview comments, to the Manager of Training and Compliance for a final "Compliance Office Review." The interview logs will be checked against the qualifications in the advertisement. The disposition of each applicant on the log must be stated in the "Remarks" column of the log, including specific reasons an applicant was not called for an interview. At the conclusion of the committee's interviewing process, the completed log, the minutes, along with the recommended names, will be part of the record provided to the Manager of Training and Compliance for the "Compliance Office Review."
 - g.) It is absolutely imperative that the actions of the search committee be thoroughly documented and recorded. It is not intended that a verbatim record be made. It is important that a record should be produced that

includes the dates of the meetings, those present, the committee procedures that are agreed to, the names of candidates whose applications are reviewed at any given meeting, the names of those applicants interviewed and when, and any actions taken by the committee.

- h.) The Search Committee Chair will write letters of regret to all candidates interviewed, but not recommended for a second interview.
- i.) The hiring manager is required to forward both the new hire authorization form and appropriate application forms to the selecting official for completion.

Questions regarding the Search Committee Process should be directed to the Manager of Training and Compliance. Questions regarding the hiring of administrators and faculty should be addressed to the Executive Vice President. Questions regarding the hiring of professional and support staff should be directed to the Supervisor of Employment Services.

For any Questions/Clarifications



SECTION 4
EMPLOYMENT

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 4.1 Date: October 2006**

TITLE: SUMMER EMPLOYMENT

Bergen Community College may provide opportunity for summer employment generally from the last week of May through the last week of August. Based on the needs of the department and with the approval of the Executive Vice President, an employee hired to work for specific weeks for the summer months is authorized no more than 30 hours and for no more than 10 weeks. Request for authorization for summer employment must be submitted to the Department of Human Resources using the Summer Authorization Forms and must include all requested budgetary information. If the summer employee is a minor, (under age 18 years) additional time will be needed to process the appropriate authorization to work as required by the State of New Jersey.

In an effort to accurately process payment, summer employees are required to complete time sheets available in the Department of Human Resources which must be reviewed and approved by the Department Head or Director prior to forwarding to the Payroll Office. Summer employees are required to take a 1 hour unpaid lunch break for each day worked.

For any Questions/Clarifications



TITLE: PERSONAL DATA

The Department of Human Resources maintains a file about you that contains information including your full name, address and home telephone number. This information is kept confidential. If you have any changes to this information, you are responsible for notifying the Department of Human Resources in writing as soon as possible.

You should also notify the Department of Human Resources about any changes that could affect your employee benefits. It is your responsibility to let us know if a dependent's education status changes, since this could also affect benefits coverage, within 30 days of the change.

We will request periodic updates to your emergency contact information to ensure that any emergency is handled according to your wishes. You may forward any change in that information to the Department of Human Resources in writing at any time.

Please also notify us and submit appropriate documentation if you earn any academic degrees from BCC or another institution of higher learning during your employment here.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 4.3 Date: October 2006**

TITLE: HEALTH AND SAFETY

Public Safety is located in Room L-154. The telephone number is 201-447-9200 or 201 447-7116. In the event of an emergency, dial 6 on any internal phone. The campus is patrolled by uniformed Public Safety Officers seven days a week, 365 days a year.

Public Safety will provide the following services:

- Render first responder first aid to the injured;
- Respond to all burglar and fire alarms;
- Stop and question suspicious persons on campus;
- Enforce the rules and regulations of the college, the Borough, the County, and the State.
- Assist all individuals on campus with any security problems.
- Escort an individual to his or her car or classroom on an as needed basis.
- Report all unsafe practices or conditions you observe to your supervisor.
- Cooperate during the investigation of an accident. It will aid in identifying the cause and hopefully eliminate any future recurrence.
- Actively support and willingly participate in all promotional and educational measures used in your Department's safety programs.
- Become familiar with and observe approved safe work procedures in your work activities.
- Become familiar with the evacuation plan for your work area.
- Use all required personal protective equipment (as applicable)

Fire drills may be done during each semester. Alarms will be sounded throughout the buildings. You are instructed to take your personal belongings with you and immediately leave the building by the nearest stairway. Do not use the elevators. (See Emergency Evacuation Procedures).

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 4.4 Date: October 2006**

TITLE: EMPLOYEE CONDUCT

To ensure orderly operations and provide the best possible work environment, Bergen Community College expects employees to perform and behave in a manner that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The undertaking of any of the following may result in disciplinary action up to and including termination of employment:

- Insubordination/refusal to carry out instructions from responsible authority; neglect of assigned duties;
- The College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol.
- Unauthorized leave; misuse of leave for purposes other than for which it was granted;
- Working at outside employment while on authorized leave;
- False statements; misrepresentation, or fraud on any College form or related to any other matter concerning terms and conditions of employment;
- Disorderly or illegal conduct;
- Theft, bribery, or unauthorized use or possession of College property and/or equipment;
- Sexual or other forms of harassment;
- Violation of College policies;
- Failure to be at your appointed workplace ready to work at required start time/tardiness;
- Smoking contrary to established College policy;
- Violation of any fire/safety regulation;
- Unauthorized possession of firearms, weapons, explosives on College property; misuse of a tool, technical instrument; or other material as a weapon; threatening, intimidating, or harming an employee, student, or member of the public with any of the above;
- Failure to wear/utilize College-supplied safety equipment; failure to abide by safety policies;
- Poor performance: inability to do the job;
- Failure to notify your Department Head or Supervisor of any circumstances that will affect your ability to perform your assigned duties; for example, loss of

- drivers license; non-job related injury; loss of professional licensure/certification; or other circumstances affecting performance.
- Failure to follow established policies and procedures for reporting accidents;
 - Actions disruptive to the effective, efficient, and economical operation of College activities, as deemed so by the College.

The above list is not an exclusive listing of conduct and behavior for which discipline may be imposed.

For any Questions/Clarifications



TITLE: ATTENDANCE STANDARDS

It is important that all staff be available to work their assigned schedule. Each position at Bergen Community College is critical for providing services to both our students and employees.

If an employee is unable to report to work due to illness or other reasons, the employee should call his/her supervisor as soon as possible or as specified in the respective collective bargaining agreement. Failure to notify a supervisor is considered an unauthorized absence. Such an absence or absences could result in disciplinary action, which, if recurring, could result in suspension without pay and /or termination of employment with the College.

Authorized absences are defined as those scheduled and approved in advance. Examples of these absences are: approved vacation, compensatory time, sick leave, and/or medical leave (with Board approval).

Please check with your supervisor regarding the procedure(s) for reporting absence, lateness, and requests for leave within your department.

For any Questions/Clarifications



TITLE: SUPERVISOR'S ROLE IN MONITORING ATTENDANCE

One of a supervisor's responsibilities is controlling absenteeism. Bergen Community College has the right to assign you a specific work schedule and to expect you to be at work. Your supervisor is required to monitor your attendance and to report excessive absences or lateness to his or her superiors as requested.

If you are a supervisor, it is important that you recognize your key role in preventing employee absence and lateness. The following are four factors that will guide you in controlling absenteeism among your employees:

- Example. As a supervisor, you should set the example for your department by reporting to work on time and maintaining an excellent attendance record.
- Information. You should be sure that all of your direct reports understand every aspect of the college's attendance policy, particularly that they are expected to report to work, on time, every day.
- Expectation. You should make it clear to your employees that good attendance is expected and that it is not an exceptional accomplishment. Each employee should understand that you expect a valid explanation for every absence or lateness.
- Administration. You must be consistent in your attitude toward attendance and diligent in monitoring any potential attendance problems. Your counseling of any employee, who is excessively absent or late, with the advice and support of the Department of Human Resources, will usually alleviate or solve the problem.

Following is a step-by-step procedure that you, as a supervisor, should follow regarding employee absences:

- 1) Be sure all employees under your supervision are informed of the college's attendance policy. Some new employees may need to be reminded of their expected regular attendance; others may mistakenly believe that they are entitled to a certain number of "sick days" each year. You should review the policy with your staff at regular intervals and/or when you notice any increase in absenteeism.
- 2) Show an active interest in each employee's attendance record. This may mean expressing concern about his or her health after an absence for illness, letting the employee know his or her presence was missed or whatever method you find effective. It is important that each employee knows you are aware of his or her record.

You should also monitor the following behaviors:

- Patterns of absenteeism, including frequent absences on Mondays and/or Fridays, absences before or after holidays or absences that correspond to changes in workload;
- Increasing absenteeism, either of an individual employee or the department as a whole;
- Frequent absence of any kind, no matter how valid the employee's reasons may be; the employee may need medical attention or may not be suited for full-time work.

3) You should counsel an employee when you have confirmed, through your own observations and the employee's time records that an attendance problem exists. First, discuss the problem with the employee. If done at an early stage, this is often sufficient to solve the problem. If a oral warning does not correct the problem after a reasonable amount of time, you should contact the Director of Human Resources, who may recommend a stronger oral warning or a written letter of warning. A written warning is the first major step in progressive discipline and should only be issued after other efforts to correct the problem have failed. You should also use the guidelines above to help identify attendance problems. However, bear in mind that your judgment, particularly when considering an employee's mitigating circumstances and valid excuses, is extremely important. As a supervisor, your prompt attention is often the most effective tool in preventing excessive absences and lateness.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 4.7 Date: October 2006**

TITLE: 90-DAY PERFORMANCE EVALUATION – SUPPORT STAFF

As a Support Staff, approximately 90 days after you begin work at Bergen Community College, you will receive a performance evaluation from your supervisor or department head. This evaluation is a key opportunity for you and your supervisor to communicate about your job performance and conduct and is intended to encourage both positive reinforcement and constructive criticism, if warranted.

The Department of Human Resources will generate the evaluation form and send it to your supervisor or department head. After the evaluation is complete, this form will be returned to the Department of Human Resources for placement in your employment file.

If your supervisor has any reservations about your job performance during the first 90 days, he or she may request a termination of employment or an extension of the evaluation period. In this case, if approved, the Department of Human Resources will generate another evaluation form and the process will be repeated. Following the successful completion of the performance evaluation period, an individual's employment is recommended for approval to the Board of Trustees.

In the event you are promoted or transferred to another position, you will incur an evaluation during the first 30 days in the new position.

If you ever have any questions about your job performance, you should speak with your supervisor, even if you are not due for a performance evaluation.

For any Questions/Clarifications



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|--|
| <p>TITLE: DISCIPLINARY PROCEDURES</p> |
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As an employee of Bergen Community College, you are expected to perform your job duties as directed by your supervisor and to maintain professional behavior in keeping with the standards outlined in this handbook. Your supervisor and department divisional administrator are responsible for monitoring performance standards and taking necessary action if problems arise. The college uses a progressive discipline system designed to correct performance problems and make permanent modifications to unacceptable behavior in a positive and constructive manner.

The first step in the progressive disciplinary process for all employees except faculty is a private discussion between you and your supervisor. During this discussion, your supervisor will clearly outline the specifics of the job performance or behavioral problem and what steps you need to take to correct it and prevent its recurrence. This discussion also provides you an opportunity to explain your actions and any mitigating circumstances that may have contributed to the problem.

If the problem is not corrected after this initial step, your supervisor or department divisional administrator will remind you of the previous discussion and inform you that formal disciplinary action will be required if the problem does not end. This formal disciplinary process will commence at the level of the Department of Human Resources and may include a written reprimand, a period of suspension without pay and/or termination of employment. Certain specific infractions, as outlined below, are considered so severe that the college will suspend the progressive discipline system and may terminate your employment.

If you are a supervisor or department director/administrator, you should notify the Department of Human Resources when job performance or behavioral problems arise. This provides the opportunity for a coordinated response and for verbal warnings to be recorded in the employee's file.

Bergen Community College reserves the right to terminate your employment at any time. This may occur even when your job performance has been satisfactory-for example, in the event that staffing needs change or economic circumstances warrant job elimination.

Some of the infractions that are considered valid reasons for terminating your employment for cause include but are not limited to:

- Unsatisfactory job performance;
- Repeated lateness or absenteeism, or failure to notify your supervisor of lateness or absence;
- Insubordination, including refusal to accept a job assignment or willful disobedience in carrying out a reasonable request from your supervisor;
- Use of obscene, abusive or threatening language;
- Reporting to work under the influence of alcohol or illegal drugs;
- Use, possession, manufacture or distribution of alcohol or illegal drugs on college property;
- Unauthorized use or disclosure of college information or records;
- Theft or malicious damage to college property or to the property of another member of the college community;
- Use of physical violence, threatening another member of the college community or fighting on college property;
- Use or possession of weapons or devices that may be used as weapons on college property;
- Conduct on the job or off campus that violates the law or commonly accepted standards of behavior;
- Conduct on the job or off campus that negatively affects your value as a member of the college community;
- Failure to comply with any college policy;
- Falsifying and/or tampering with records.

Additional information regarding termination of employment can be found in Section 9 of this handbook.

For any Questions/Clarifications



SECTION 5
LABOR RELATIONS

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.1 Date: October 2006**

TITLE: BERGEN COMMUNITY COLLEGE FACULTY ASSOCIATION

The Board of Trustees of Bergen Community College recognizes the Bergen Community College Faculty Association as the exclusive bargaining agent for all full time faculty holding the ranks of Professor, Associate Professor, Assistant Professor, Instructor or Associate Instructor. In addition, titles including Library Associate, Professional Assistant and Technical Assistant are also represented by the Association. Conditions of employment for faculty and their employees covered by this bargaining unit are outlined in the agreement between the College and the Association. Copies of current contracts are linked to this policy and also available in the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.2 Date: October 2006**

TITLE: AGREEMENT BETWEEN COLLEGE AND FACULTY ASSOCIATION

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.3 Date: October 2006**

**TITLE: BERGEN COMMUNITY COLLEGE CIARCO LEARNING CENTER
FACULTY ASSOCIATION**

Regular full time faculty and secretarial staff employed by the Learning Center are represented by the Bergen Community College Ciarco Learning Center Faculty Association. Conditions of employment for faculty and secretaries covered under the collective bargaining agreement are outlined in the agreement between the College and the Association. Copies of current contracts are linked to this policy and also available in the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.4 Date: October 2006**

**TITLE: AGREEMENT BETWEEN COLLEGE AND CIARCO LEARNING
FACULTY ASSOCIATION**

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.5 Date: October 2006**

**TITLE: BERGEN COMMUNITY COLLEGE ADMINISTRATORS
ASSOCIATION**

Administrators are represented by the Bergen Community College Administrators Association. The Association is the exclusive bargaining representative with respect to salary, hours and all other conditions of employment. Copies of the current contracts are linked to this policy and also available in the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.6 Date: October 2006**

**TITLE: AGREEMENT BETWEEN COLLEGE AND ADMINISTRATORS
ASSOCIATION**

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.7 Date: October 2006**

**TITLE: BERGEN COMMUNITY COLLEGE PROFESSIONAL STAFF
ASSOCIATION**

Professional Staff are represented by the Bergen Community College Professional Staff Association. Terms and conditions of employment that apply to Professional Staff are outlined in the agreement between the College and the Association. Copies of current contracts are linked to this policy and also available in the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

EMPLOYEE HANDBOOK

No: 5.8 Date: October 2006

**TITLE: AGREEMENT BETWEEN COLLEGE AND PROFESSIONAL STAFF
ASSOCIATION**

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.9 Date: October 2006**

TITLE: BERGEN COMMUNITY COLLEGE SUPPORT STAFF/NJEA INC.

All full time Support Staff including regularly employed part-time (20 hours per week minimum) employees assigned to a salary range are represented by the Bergen Community College Support Staff/NJEA Inc. Conditions of employment for employees covered by this bargaining unit are contained in the Agreement between the College and the Association. Copies of the current contracts are linked to this policy and also available in the Department of Human Resources

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 5.10 Date: October 2006**

**TITLE: AGREEMENT BETWEEN COLLEGE AND SUPPORT STAFF/NJEA
INC.**

For any Questions/Clarifications



SECTION 6
SALARY AND WAGES

TITLE: PAYROLL PROCESSING OF NEW EMPLOYEES

The Department Director or Dean is responsible for promptly completing all the required paperwork so that employees are paid as soon as possible after employment begins.

Required paperwork include:

- The employee's application and resume;
- Employment forms;
- IRS Form W-4 for Federal Tax Withholding, to be filled out by the employee;
- INS I-9 for employment eligibility (See Section 3.2)

New employees will receive pay in the next possible payroll based on payroll cut off dates.

For any Questions/Clarifications



TITLE: GETTING PAID

All employees are paid semimonthly on the 15th and 30th/31st days of the month. If either the 15th or the 30th/31st is on a Friday, Saturday or Sunday, payday will be the Thursday before. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a holiday, generally employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. Paychecks may be picked up by an authorized department representative. In order for part-time employees to receive a paycheck, they must submit a timesheet in advance by payroll deadlines.

Employees may have pay directly deposited into their bank accounts by completing a direct deposit form to be submitted to the Bergen Community College payroll department. Employees will receive an itemized statement of wages reflecting direct deposits from their respective department representative.

For any Questions/Clarifications



TITLE: SALARY GARNISHMENTS

Salary garnishments authorized by law, including those from the Courts, the IRS, the State Department of Taxation and Finance and the County Sheriff's office are processed through the Payroll Office. If a notice of garnishment is received for your salary, the Department of Human Resources will notify you and send you a copy of the notice. Upon receipt of this notice, the College is required by law to deduct the monies according to the schedule established in the garnishment notice.

Garnishments are deducted on a per-paycheck basis and remitted directly to the court or other garnishing agency. The Payroll Office maintains records of garnishment payments and will notify you of any changes to the garnishment schedule and when the garnishment ends.

For any Questions/Clarifications



SECTION 7
LEAVE TIME

TITLE: VACATION

All employees of the College are expected to utilize their vacation entitlement within the contract year in which it has been earned or, with the approval of the appropriate administrator, within the 15 months immediately following the year in which it has been earned. Any vacation entitlement not utilized as prescribed above shall be forfeited.

The aforementioned uniform vacation policy is subject to the terms of any employment contract or collectively negotiated agreement which has been duly approved by the Board and the satisfaction of any negotiating requirement prior to implementation.

Requests to use vacation days are submitted on the Leave Time Request Form to the appropriate Dean, Director or Supervisor. The Dean, Director or Supervisor will make a decision on the request based on the operational needs of the department after verifying the appropriateness of the request and that the vacation leave is indeed earned by the employee.

For any Questions/Clarifications



TITLE: PERSONAL DAYS

All employees of the College must utilize their personal day entitlement within the contract year in which it has been earned. Any personal day entitlement not utilized as prescribed above shall be forfeited.

The aforementioned uniform personal day policy is subject to the terms of any employment contract or collectively negotiated agreement which has been duly approved by the Board and the satisfaction of any negotiating requirement prior to implementation.

Requests to use personal days are submitted on the Leave Time Request Form to the appropriate Dean, Director or Supervisor. The Dean, Director or Supervisor will make a decision on the request based on the operational needs of the department after verifying the appropriateness of the request and that the personal leave is indeed earned by the employee. Requests will not be considered unless the reason is specified in the application.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 7.3 Date: October 2006**

TITLE: JURY DUTY

When an employee receives a subpoena for jury duty she/he must present the notice to their supervisor immediately. An employee on jury duty is expected to report to work when she/he is not actively serving as a juror, provided she/he has been excused by the judge or other duly authorized court official. When an employee is serving on jury duty she/he shall be paid his/her base pay earnings including any applicable shift premium. A certification of the number of days actually spent by an employee on jury service must be obtained from the appropriate court official and submitted to the College.

Employees are required to forward any jury pay in excess of \$5.00 (less compensation for mileage) to the College.

For any Questions/Clarifications



TITLE: BEREAVEMENT LEAVE

If you are a regular, full-time employee, you are eligible for paid bereavement leave in the event that a family member dies. You may take up to four days following the death of an immediate family member, defined for this purpose as a spouse, father, mother, sister, brother, child, dependent step-child, grandchild, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Other than immediate family, one day may be taken for the death of an aunt, uncle, first cousins, nieces and nephews of the employee and spouse and grandparents of the spouse.

Bereavement leave is granted on a per-occurrence basis. Your timesheet for the period should reflect that time was taken for this purpose.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 7.5 Date: October 2006**

TITLE: FAMILY AND MEDICAL LEAVE

Bergen Community College provides family leaves of absence in accordance with Federal and State Law without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition, or for their own serious condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. This definition may evolve based on current case law.

Employees should direct questions on provisions of the Family Leave and benefits to the Director of Human Resources.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. After 10 consecutive days on sick leave employees will be placed on FMLA, using their 12-week FMLA entitlement concurrently with their sick leave.

The New Jersey Family Leave Act (NJFLA) entitles eligible employees 12 weeks of unpaid leave within a 24 month period to take care of immediate family members who have a serious illness, or for the care of new born or adopted child.

Subject to the terms, conditions, and limitations of the applicable plans, Bergen Community College will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave must provide his/her supervisor with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Bergen Community College retains the right to require additional medical documentation or to refer an employee to a physician retained by the College, at the College's expense, for further evaluation.

If an employee fails to return to work from FMLA on the agreed upon return date or fails to contact the employer within a three (3) working day period of the return date, Bergen Community College will assume that the employee has voluntarily resigned.

Medical Leave

Bergen Community College provides medical leaves of absence to its employees pursuant to the Collective Bargaining Agreements covering the various employee groups.

Eligible employees should make requests for medical leave to the Department of Human Resources in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the Department of Human Resources. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Maternity/Adoption Leave

Bergen Community College provides Maternity/Adoption leaves of absence to its employees pursuant to the Collective Bargaining Agreements covering the various employee groups.

Employees should make requests, in addition to information from the attending physician or adoption agency, for Maternity/Adoption leave to the Department of Human Resources in advance in order to determine entitlement, pay and related benefits.

Sick Days

During the initial twelve months of an individual's employment there will be a pro rata earning (one day per month – no bank arrangement) of sick days. Any employee on the job on or before the 15th of the month shall be allowed one (1) sick day for said month. After the initial twelve months, each employee shall be allowed 15 or 16 additional sick days for a full year of active employment according to union contract; for less than a full year the sick day allowance shall be prorated. After the initial twelve months, all sick

leave shall be calculated on a bank arrangement, i.e., an employee could use any sick time to be earned through June 30th of the current year at any time during that year. Should said employee terminate employment with the College prior to earning sufficient time to cover the advance from the bank, said employee would be financially penalized for the number of days outstanding. Unused sick leave is accumulated from year to year. Sick leave may be used for the employee's illness or a sick dependent according to union contract.

For any Questions/Clarifications



TITLE: RETURN FROM LEAVE

Generally, an employee who fails to call and/or report to work for a period of three (3) consecutive work days upon expiration of sick leave, medical or family leave, vacation leave, military leave, or other will be considered as voluntarily resigned.

For any Questions/Clarifications



SECTION 8
EMPLOYEE BENEFITS

BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 8.1 Date: October 2006**

TITLE: OVERVIEW

Bergen Community College offers all regular, full-time employees with a comprehensive benefits program. In addition to the paid and unpaid leave time, some of the other benefits include the following:

- Health insurance
- Vision Care
- Dental insurance
- Worker's Compensation
- Pension (including life insurance)

These benefits are subject to change at any time. The inclusion of a benefit on this list does not assure that it will be available to you for the duration of your employment.

For any Questions/Clarifications



TITLE: HEALTH INSURANCE

All regular, full-time employees and their eligible dependents may choose to be covered under a health insurance program. Coverage begins two months from the date of hire. Eligible dependents may include your spouse, unmarried children up to age 19 and unmarried children ages 19-23 who are dependent on you for financial support.

The health insurance program offers three types of coverages, Traditional, PPO and various HMO's. The health insurance plans also include a prescription drug benefit.

New employees are given detailed information about the provisions of the health plan upon employment. If you require updated provider directories, claim forms or any other information or assistance regarding your medical insurance, please contact the Department of Human Resources at any time.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 8.3 Date: October 2006**

TITLE: VISION CARE

All regular, full-time employees and their eligible dependents may choose to be covered under the vision care program. The coverage becomes active on the 1st day of the month, after 60 days of your employment.

New employees are given detailed information about the provisions of the vision care upon employment.

For any Questions/Clarifications



TITLE: DENTAL INSURANCE

All regular, full-time employees may choose to be covered under a dental insurance program. Your dental insurance coverage becomes active on the 1st day of the month, after 60 days of your employment. With dental insurance, eligible dependents include your spouse, or if a single parent, your oldest dependent child up to age 23, if he/she is a full time student. You will be required to provide periodic proof of your child's full time student status to continue coverage.

The dental plan provides coverage for preventive, basic and major dental services (up to \$1,000.00 per year), subject to co-payments. You may choose any dentist to perform these services, but your out-of-pocket expenses will be lower if you choose dentists who are part of the plan network.

As soon as you become eligible for dental insurance, you will receive a dental card from the insurance company. You may request additional information or forms from the Department of Human Resources at any time.

For any Questions/Clarifications



TITLE: LIFE INSURANCE

All regular, full-time employees will receive life insurance. Your life insurance coverage becomes active upon your pension certification. For employees covered under the Alternate Benefits Plan, your life insurance is valued at 3 ½ times your regular annual base salary.

For members of the Public Employees Retirement System, your life insurance is valued at 3 times your annual salary.

In accordance with IRS regulations, employer-provided life insurance valued in excess of \$50,000 is considered a taxable fringe benefit and is considered part of your taxable income for the calendar year.

For any Questions/Clarifications



BCC Bergen Community College

EMPLOYEE HANDBOOK
No: 8.6 Date: October 2006

TITLE: WORKER'S COMPENSATION

Bergen Community College provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits immediately.

Neither Bergen Community College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Bergen Community College.

Work incurred injury shall be understood to mean that subject to the provisions of N.J.S.A. 34:15-1 et seq., an employee shall not forfeit any sick leave for absence due to a job connected disabling injury which is covered by Worker's Compensation Insurance. The College agrees to continue his/her salary and benefits subject to the limitations contained in N.J.S.A. 18A:64A-13, and further subject to reimbursement by the employee following the Worker's Compensation Award(s). This continuation shall cease when the employee returns to work or reaches the maximum allowable number of weeks of benefit under the Worker's Compensation Law whichever comes first.

All employees of Bergen Community College who sustain a job-connected injury or any injury on campus **MUST** report to the Health Services Office, immediately, or as soon as possible after being injured. The Health Services Office is open as follows:

| | |
|-------------------|-----------------------|
| Monday – Thursday | 8:00 A.M. – 9:00 P.M. |
| Friday | 8:00 A.M. – 5:00 P.M. |
| Saturday | 8:00 A.M. – 3:00 P.M. |

For emergencies on campus phone Ext. 2 or if calling from off campus, 201-447-9257.

If the Health Services Office is closed, report the injury to the Public Safety Department by dialing Ext. 6 or call 201-447-9200 if off campus.

The Health Services Office or Public Safety Department will direct you to a panel physician or facility (Occupational Medical Center, Hackensack, New Jersey) if medical treatment is necessary.

Bergen Community College's Workers' Compensation Program is administered by Bergen Risk Managers, Inc. If an injured employee fails to seek treatment from a panel physician, or facility, the Bergen Risk Managers, Inc. **WILL NOT** accept, or pay the treating physician or facility's bill for services rendered.

If you go to a hospital emergency room for treatment and are advised to see a physician for follow-up treatment, you **MUST** report this to the Health Services Office. The nurse will direct you to a panel Physician.

For any Questions/Clarifications



TITLE: PENSION

All regular full-time employees are eligible to participate in a Pension plan as of the first day of their employment.

To participate in the plan, you must contribute five percent of your annual base salary. All employee contributions are processed as payroll deductions on a pre-tax basis, thereby reducing your taxable income.

New employees are notified upon hire of their eligibility to participate in a pension plan.

You may obtain additional details and enrollment materials from the Department of Human Resources.

For any Questions/Clarifications



BCC Bergen Community College

**EMPLOYEE HANDBOOK
No: 8.8 Date: October 2006**

TITLE: CREDIT UNION

Bergen Community College employees and family members may join a credit union. The credit union offers membership benefits, and information may be obtained from the Department of Human Resources Department or your union representative. Union membership is not required, but an application is. Payroll deduction is available for this purpose.

For any Questions/Clarifications



TITLE: CONTINUATION OF BENEFITS

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees who resign or are separated from employment with the College are given the opportunity to purchase health insurance, dental and vision coverage at the College group rates. Persons who choose this option pay 100% of the cost of the coverage plus 2% administrative cost.

COBRA coverage may be purchased for the following time periods:

- * Up to 18 months for a separated employee and his eligible dependents; this also applies to an employee whose hours are reduced.
- * Up to 36 months for a child who ceases to be a covered dependent, a covered dependent of a deceased employee, a former covered spouse whose coverage ceases due to a divorce.

Should you be separated from employment, you will receive COBRA coverage information in the mail with instructions for continuing coverage.

Any questions on COBRA may be addressed to the Department of Human Resources.

For any Questions/Clarifications



SECTION 9
ENDING EMPLOYMENT

TITLE: RESIGNATION

There may come a time when you wish to voluntarily resign your position at Bergen Community College. There is a specific procedure in place that you must follow in order to leave the college with your employment in good standing, an important factor if you decide to reapply for a position here in the future.

You must provide a written letter of resignation to your Dean, Director or Supervisor, with a copy to the Department of Human Resources. This letter should include the effective date of your resignation (the last day you will work), which must be a minimum of two weeks or as stipulated in the Collective Bargaining Agreement applicable to the employee group and the reason(s) you have decided to leave. Upon receiving your letter, the Department of Human Resources will send you a memo with a separation clearance form and an exit interview. This must be returned to the Department of Human Resources on or about your last day of employment. You must return any college property, including keys, library books, communication equipment including computers and identification cards, to the location indicated on the separation clearance form. In addition, you should be sure all of your time records have been submitted to the Payroll Office so that your unused vacation time can be properly calculated. Your final paycheck, including separation vacation pay, will be prepared only when the separation clearance form and exit interview is completed and approved.

You will automatically receive information from the Department of Human Resources, mailed to your home address, on the process for continuing your health, dental and vision benefits (See Section 8.9).

For any Questions/Clarifications



TITLE: RETIREMENT

A retirement is a voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Bergen Community College will generally schedule exit interviews at the time of employment retirement. The exit interview will afford an opportunity to discuss such issues such as employee benefits, health conversion privileges, repayment of outstanding debts to Bergen Community College, or return of Bergen Community College-owned property.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid according to terms of collective bargaining agreement. Some benefits may be continued via COBRA at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

For any Questions/Clarifications



